

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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**January 4, 2007**

A meeting of the Idaho Emergency Communications Commission (ECC) was held on this date in the Basement Conference Room, Len B. Johnson Building, Boise, Idaho. Vice-Chairman Wills called the meeting to order at 1:05 p.m.

**Members Present:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
Rich Wills, State Representative, Commission Vice-Chairman  
Matt Beebe, Commissioner, Canyon County Commission  
Clint Berry, Qwest, Boise  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services  
Troy Hagen, Director, Ada County Paramedics  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (via telephone)  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Kevin Quick, Chief, Pocatello Fire Department

**Members Absent:**

Gary Aman, Owyhee County Sheriff  
Teresa Baker, Ada County Prosecutor's Office  
Bill Bishop, Director, Bureau of Homeland Security  
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

**Others Present:**

Joe Roche, Department of Administration (ADM)  
Lex Rutter, Department of Administration  
Rebecca Fry, Department of Administration  
Robin Finch, Department of Administration  
Dodie Collier, Statewide Interoperability Executive Council (SIEC)  
Sandy Harris, Statewide Interoperability Executive Council

Ed Flagan, Mountain West Communications  
Nikki Jansen, Ada County Sheriff's Office  
Eddie Goldsmith, Statewide E911 Project Manager  
Scot Maring, Department of Administration

## **Approval of Minutes**

**MOTION: Commissioner Moore moved and Commissioner Berry seconded that the Commission approve the minutes of the November 2, 2006 Idaho Emergency Communications Commission meeting as written. The motion passed.**

## **Financial Reports**

Commissioner Moore, Treasurer, presented the financial report which shows that the Commission has collected \$37,126 in Fiscal Year 2007 (FY07) and has a current balance of \$187,953.

**MOTION: Commissioner Berry moved and Commissioner Hagen seconded that the financial report be accepted. The motion passed.**

## **SIEC Update**

Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC), provided the following update:

- The SIEC is partnering with the Idaho Bureau of Homeland Security to assist counties and regions in Interoperable Emergency Communications Planning by providing plan review assistance.
- The SIEC continues to work on the formation of a governance model in accordance with Idaho Code § 46-1200.
- The SIEC is drafting its association meetings presentation schedule for 2007.

The next meeting of the SIEC is January 25, 2007, in Building 440, Gowen Field, Boise, ID.

## **E911 Project Manager Report**

Mr. Goldsmith reported the following:

- He received a call from Nez Perce County today reporting that they have finished implementing Phase II.
- There will be a training seminar on Next Generation 911 on January 16th in Idaho Falls with 26 Public Safety Answering Point (PSAP) personnel currently signed up to attend. The same training seminar will then be held on January 17<sup>th</sup> in Coeur d'Alene with 30 PSAP personnel currently signed up to attend.
- Maps of Idaho were displayed depicting the following:

- Twenty-nine (29) PSAPS are currently not Phase II compliant.
  - Eighteen (18) have basic 911 only and require new telephone systems.
  - Five (5) are ready but do not have the funds to implement.
  - Others are missing at least one component; telephone system, mapping system, or other.
- Thirteen (13) are Phase II compliant.
- Five (5) are implementing Phase II.
- The sequence of events is that when a PSAP is ready to go to Phase II, they notify the telephone company and then negotiate with them on a cost recovery amount for Phase II. This cost will be paid from the 911 surcharge that the customer pays monthly.

## **“Next Steps” Subcommittee Report**

Mr. Goldsmith provided his revised list of action items (attached) and a copy of the original list of action items. After discussion, Chairman Nancolas decided one section of action items will be placed on the agenda each month for discussion. Next month the section for discussion will be funding.

It was further discussed that under the section “Evaluation/Assessment,” the first item (what is the Baseline by County) and second item (establish a “to-be” baseline) had already been completed. The third item (develop an annual PSAP report for continued evaluation and assessment) was assigned to Mr. Goldsmith and the “Next Steps” subcommittee. They are to meet, with input from PSAPs, and create minimum standard guidelines so that PSAPS can use them as a guide for assessing their current status.

## **Legislative Subcommittee Report**

Commissioner Berry reported that the subcommittee had been discussing proposed legislation issues. The subcommittee is looking at proposing legislation for Emergency Communications Fees to apply to Voice over Internet Protocol (VoIP). A draft of the proposed legislation will be sent to the subcommittee members within a week, finalized, and then sent to all ECC members.

## **Travel Policy**

Chairman Nancolas reported on a letter he had received from Pam Ahrens, former director of the Department of Administration (ADM). The letter stated that the travel claim submitted by former ECC Commissioner Ben Estes had been fully researched and recommended the claim be paid in the amount calculated by ADM. The letter also recommended travel for ECC Commissioners be handled in accordance with ADM’s travel policy with exceptions to address approval of out-of-state travel for Commissioners, partial day meal reimbursements, and a sixty (60) day submission timeframe.

**MOTION: Commissioner Wills moved and Commissioner Beebe seconded that the ECC adopt the travel policy as proposed by the Department of Administration and authorize reimbursement of the travel claim submitted by Mr. Estes in the amount calculated by the Department of Administration. The motion passed.**

The travel policy states all travel reimbursements for Commission Members will be reviewed and approved by the Commission Chair, or his/her designee, prior to submitting proper documentation to the Department of Administration for processing. Chairman Nancolas designated Scot Maring to be the reviewer and approver of the travel reimbursement requests.

**MOTION: Commissioner Quick moved and Commissioner Moore seconded that all outstanding travel claims must be submitted within the next two (2) weeks. The motion passed.**

## **New Business**

Scot Maring, ADM's staff support to the ECC, presented a draft report that could be used for the 2007 Report to the Legislature and for a Transition Packet for the Governor. After discussion, it was determined that specifics need to be added to provide the Legislature and the Governor an accurate assessment of the current status of 911 by county in Idaho. Mr. Maring will make the changes as discussed and provide another draft to the Chair for approval.

**MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the next two Commission meetings be held February 8<sup>th</sup> and March 1<sup>st</sup>. The motion passed.** The February 8<sup>th</sup> meeting will be held in the Basement Conference Room, 700 West State Street, in Boise. The March 1<sup>st</sup> meeting will be held in the West Conference Room, 700 West State Street, in Boise. Both meetings begin at 1:00 p.m.

## **Open Comment Period**

Chairman Nancolas reported that a letter had been received from the Mountain Home Police Department requesting information on what can and cannot be purchased or paid for with E911 funds. Mr. Goldsmith drafted a response and provided it to the Chair. The draft response was also sent to Commissioner Guilfoxy who provided comments. The letter will now be finalized and a copy will be provided to each Commissioner.

Commissioner Berry reminded the Commission that when the ECC is in a position to provide money to PSAPs to purchase equipment, the cost to support and maintain the equipment must also be considered.

Mr. Goldsmith reported that he was working on an Enhanced 9-1-1 Strategic Plan for the State of Idaho. Federal Grants will require one and one is needed to answer funding issues.

Commissioner Gainor recommended that the status of PSAPs as reflected on the maps that Mr. Goldsmith created should be documented to establish a baseline. The Commission will then be able to demonstrate future growth of E911 in Idaho compared to this baseline.

## **Adjournment**

**MOTION:** It was moved by Commissioner Beebe and seconded by Commissioner Hagen to adjourn the January 4, 2007 Idaho Emergency Communications Commission meeting at 2:35 p.m. The motion passed.

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Mayor Garret Nancolas, Chairman  
Idaho Emergency Communications Commission

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Scot R. Maring, Administrative Assistant  
Department of Administration

## **Action Items/Next Steps**

### **FUNDING**

1. How to fund the “have-nots”
  - Have nots are Centers needing enhanced 911 and Phase I & II implementation.
2. Recommendation/advise on E911 Spending
  - How should Title 31 money be used
3. Statewide E911 Procurement contracts

### **SYSTEMS**

1. ECC’s role
2. How involved should the E911 Project manager be in PSAP system implementation?
3. To what extent should the ECC be involved in regulating and consolidating systems?
4. Should the ECC develop minimum system standards for PSAP’s?

### **EVALUATION/ASSESSMENT**

- ~~1. What is the Baseline by County (as is) (5 votes)~~
- ~~2. Establish a “to be” baseline.~~
3. Develop an annual PSAP report for continued evaluation and assessment.

### **GOVERNANCE**

1. Should the ECC focus on all areas and act as clearinghouse for E911 Assistance?
2. Should the ECC create a recommended long term (5 year) contingency plan for PSAP upgrades?
3. Long term vision of systems, organizations, processes as it relates to consolidation.

### **EDUCATION/INFORMATION**

1. E911 need for money to be directed specifically for training.
2. Should the ECC create a committee of PSAP managers to develop and set standards for Dispatcher training and certifications?